Policy and Procedures

Dunwoody Community Garden at Brook Run
POLICY AND PROCEDURES

Article I: Name and Structure

The name of this organization shall be "Dunwoody Community Garden at Brook Run." This association is formed as a 501(c)3 with all funds dedicated exclusively to the maintenance and operation of Dunwoody Community Garden at Brook Run.

Article II: Purpose

The purpose of the Dunwoody Community Garden at Brook Run is to grow community by growing organic food, health, green space, eco-literacy, and social justice.

Article III: Elections and Officers

1. Elections of the Board of Directors (Directors) shall be held annually in the August general meeting by secret ballot with each membership having one vote for each elected office.

2. Elections for executive board positions (Chair, Co-chair, Secretary, and Treasurer) are held annually. Elections for general board positions are held every two years. Terms may be served concurrently. There are no term limits.

3. A member who wishes to hold a Director position may submit a nomination form to the current Board of Directors. Nomination forms shall be available to members thirty days before an election. Nomination forms can be mailed to the Dunwoody Community Garden at Brook Run address. Nominations must be received no later than two weeks prior to an election. Nominations will be published at least two weeks prior to election.

4. The Board of Directors shall consist of a maximum of seven Directors. Directors shall include the Chair, Co-chair, Secretary, Treasurer, and up to three additional positions as deemed necessary by the Directors. At least half of the Directors must be selected from the membership of Dunwoody Community Garden at Brook Run.

5. Directors shall perform the duties usually connected with such offices and shall perform other duties as the Directors may specify.

6. Vacancies in any seat shall be filled for the unexpired term by appointment of the Directors within thirty days.

7. Directors may establish and abolish standing and special committees.

Article IV: Meetings

1. Both board meetings and general meetings shall be held at least six times per year.
2. Official decisions (policies, procedures, garden rules) shall require only a simple majority of the Directors present at any board meeting as long as a quorum of a majority of the Directors is present.
3. Missing more than two board meetings can result in dismissal of a Director from the board.
4. At general meetings, decisions shall be made by a simple majority of the members present.
5. The Directors may call additional meetings of board and/or membership as deemed necessary.
6. Minutes from board meetings will be approved at the following board meeting, and all approved minutes will be published. Membership minutes will be published by the next membership meeting.

Article VI: Standing Rules

1. All checks disbursed by the Treasurer shall require either the Chair or Treasurer's signature.
2. All expenses shall be pre-approved by the Directors. Receipts shall be submitted for any reimbursement.
3. An auditor appointed by the Chair shall audit the accounts annually or whenever directed by a majority vote of the Directors.
4. All records of the Dunwoody Community Garden at Brook Run shall be available to DeKalb County.

Article V: Amendments

Bylaws of Dunwoody Community Garden at Brook Run may be amended at any general meeting, when approved by two thirds of the members present. Notice of the recommended changes shall be provided to the members at least two weeks prior to the vote.